



**CITY OF LITTLE ROCK**  
**REQUEST FOR PROPOSAL: BID NUMBER #13149**  
**2013 NEIGHBORHOOD-BASED AFTERSCHOOL /**  
**OUT OF SCHOOL TIME EXPANDED YOUTH PROGRAM SERVICES**  
**FOR LITTLE ROCK YOUTH AGES 6-11**

**RESPONSE DEADLINE, 4:00 P.M., THURSDAY, AUGUST 29, 2013**

**I. BACKGROUND AND INTRODUCTION**

**BACKGROUND:** In September of 2011, the citizens of Little Rock passed a sales tax that provided new revenue for programs to be administered by the Department of Community Programs. These programs and services serve the children, youth, and families of Little Rock in keeping with the public safety and quality of life goals of the City of Little Rock Board of Directors. Programs provide prevention and intervention services for children and youth during after school and out of school time as well as other geographically, demographically, and specifically targeted populations.

**INTRODUCTION:** The Little Rock Board of Directors announces the availability of funds for multiple contracts for one-time funding for Neighborhood Based Prevention ***“Expanded program services”*** for Little Rock youth (male and female) ages 6-11, who are at risk, or at the greatest risk of engaging in negative behavior, and would have difficulty being able to pay for such services. A primary requirement under this category is that these programs and services are delivered by one agency having multiple sites or facilities throughout the City of Little Rock from which services will be delivered.

The intent of this submission is to provide program costs for year-round, neighborhood-based, supervised, and well-structured programs and services to youth ages 6-11 residing in the Midtown, Southwest, Central and West target neighborhoods. Contractor must have a site located in each target neighborhood. Contractor must exhibit a willingness to cooperate in technical assistance designed to implement best practices endorsed by the City of Little Rock, and participate in the City's quality programming. Services are to be delivered throughout the **school year and all out-of-school times (e.g., school holidays, teacher training days, Spring break, Summer vacation, all holiday breaks)** in targeted neighborhoods. Contractor selected will provide a variety of evidence-based programs and services that promote academic success. Staffing must be certified to deliver such services to youth enrolled. Contractor must have a tracking and reporting process in place to measure and track student progress, program delivery to achieve outcome-driven goals and program success.

Programs must provide the ***Five Critical Areas of Youth Programming:***

1. Opportunities for caring, consistent relationships with responsible adults in their families in the broader community;
2. Opportunities for positive social and recreational activities with peers and family;
3. Opportunities to make positive contributions to their family, their neighborhood, and their community and to feel valued for their contributions;
4. Opportunities to learn and test new skills through participation in a wide range of social, cultural, educational, service, and employability activities; and,
5. Opportunities to assist in the design and implementation of programs and services in which they participate.

The City of Little Rock Department of Community Programs will administer the proposals, through all phases including review, selection, notice of contract award, contract development, monitoring, and technical assistance. Proposals must be submitted to the City's Purchasing Agent by the assigned deadline to be eligible to compete. The Little Rock Board of Directors shall have final approval of all proposals selected for funding based on the recommendations of the City Manager. The contracts are subject to fiscal appropriation, the approval of the Little Rock Board of Directors, and successful contract negotiation. Contracts will be awarded through a competitive request for proposal process.

## **II. AVAILABLE FUNDING AND CONTRACT TERMS**

\$300,000.00 is available to award multiple contracts up to \$75,000 per contract.

- Contract Term- 12 months (September 1, 2013 to August 31, 2014)
- Award Ceiling (max)- 75,000
- Award Floor (min)- 60,000

Contract funds must be used for programs costs for non-duplicated youth residing in each target neighborhood; and services provided at no cost to the youth enrolled in the program.

The City of Little Rock will award multiple contracts to selected proposals that best adhere to the program design contained in this RFP. ***Once proposals successfully pass the review process, contracts will be awarded based upon the lowest responsible bidder with the City. The City of Little Rock reserves the right to reject any and all bids.***

## **III. ELIGIBLE APPLICANTS**

Eligible organizations must be either governmental or legally incorporated not-for-profit organizations with 501(c)(3) tax exempt status from the U.S. Internal Revenue Service. Non-501(c)(3) tax-exempt agencies can apply using another bona fide 501(c)(3) agency's tax exemption status. The application must contain a copy of the other agency's tax exempt documentation; a letter from tax exempt agency's board authorizing the applicant agency the use of their 501(c)(3); as well as a letter from the other agency's board authorizing the agency to respond to this request for proposal. The proposal attachments must include; a list of board members of tax exempt agency as well as a list of board members of the applicant agency; and, tax exempt agency must sign application with applicant on cover sheet. The 501(c)(3) agency must also sign the contract and be responsible for the receipt and disbursement of contract funds.

**Eligible applicant organization must have facilities physically located in each target neighborhood from which services will be delivered. Eligible applicants must provide year-round well-structured, well-supervised, after-school/out-of-school time programs to the same youth; from 3:00-6:00p.m., Monday-through Friday during in-school time; and a minimum six hours during out-of-school time (e.g., school holiday, breaks, summer, etc.**

Applicants must serve youth residing within the targeted neighborhoods (Central, Midtown, West, and Southwest). The boundaries are defined in Section IV, based on the density of youth in the targeted areas.

## **IV. GEOGRAPHIC LOCATION**

Successful applicants must have multiple locations in the following target neighborhoods. These areas are defined by census tracts, and the descriptions below are based on tracts as defined in the 2010 U.S. Census. Some of the census tracts extend outside the city limits, but the data used is for Little Rock residents only.

**Central:** This area includes downtown Little Rock, is bordered on the north by the Arkansas River and on the west by Martin Luther King, Jr. Drive. Roosevelt Avenue runs through the southern half this area. Census tracks included in this area are: 5, 44, 45, 46, and 47.

**Midtown:** This area is bordered on the north by Markham Street and on the south by Fourche Creek. I-630 runs through the northern side of this area. University Avenue runs through the western edge of this area Census tracks included in the Midtown area are: 11, 12, 13, 18, 19, 21.02, and 48.

**Southwest:** This area is bordered on the south and east by the Pulaski County line, and is surrounded by Fourche Creek on the west and north. Census tracks included in this area are: 20.01, 20.02, 41.03, 41.04, 41.05, 41.06, 41.07, and 41.08.

**West:** This area includes neighborhoods east and west of Barrow Road and is surrounded by Fourche and Rock creeks. Census tracts included in this area are: 22.06, 22.08, 22.09, 24.03, 24.05, 24.06, 24.07 and 24.08.

#### **V. TARGET POPULATION**

The target population is Little Rock youth ages 6-11, who are at the highest risk of engaging in high-risk activities, and would have difficulty being able to pay for such services. If awarded a contract, contractor must agree to enroll **non-duplicated youth**. Non-duplicated youth are youth not enrolled in other City funded after-school/out-of school time programs, YIP, Neighborhood-based, or summer recreation programs. **Also youth enrolled in these contracts must not be enrolled prior to start of contract term.**

#### **VI. LINKAGES WITH NEIGHBORHOODS, ORGANIZATIONS, SERVICE PROVIDERS, AND OTHER AGENCIES**

The funding available through this RFP is limited; therefore applicants **must** be linked to organizations, agencies, churches, associations, and service providers in the city to enhance service provision. Contractors will be encouraged to utilize existing agencies and organizations to assist in phases of implementation. **Applicants must identify commitments for services, facilities, supplies, volunteers, or funds they have received from other groups or that will be provided to the applicant in support of the program. These commitments must be described in current signed letters of agreement describing levels of support with finances, facilities, staff, etc., to be provided from the contributing agency or organization.**

#### **VII. EVALUATION AND MONITORING**

Evaluation and monitoring will be conducted and overseen by the Department of Community Programs. To ensure quality programming and service provision, applicant must include a plan determining the degree to which the goals and objectives are met and methods are followed. The plan should include how information on participants and program activities is collected and maintained; activities that will be implemented to assess the outcome of identified goals and objectives; assurances from the contractor to participate in monitoring efforts overseen by Community Programs, criteria for enrollment in program, and assurance that documentation will be maintained in individual participant files. A copy of an enrollment form **must** be included in attachments. The selected applicant **must** agree to supply the City of Little Rock with designated reports and information regarding activities and participants.

#### **VIII. OTHER REPORTING REQUIREMENTS**

If selected, the applicant must follow City of Little Rock purchasing policies, data collection policies, and adhere to City of Little Rock Financial policies and procedures. (Attachment B) Monthly requests for payment (reimbursement requests) must be made on forms provided by the Department of Community Programs and must include appropriate documentation. Contractor will be required to submit quarterly programmatic reports detailing program progress and goal achievement, and any other information requested by DCP detailing the implementation and success of the program. Applicants awarded contracts will be provided electronic workbooks to be used for monthly expenditure reports.

City of Little Rock Department of Community Programs staff and monitoring staff will meet with service provider to review reporting requirements, and provide monitoring, technical assistance/training, evaluation, etc.

#### **IX. COMPLIANCE WITH CITY, STATE, AND FEDERAL LAWS**

Applicants must provide assurances that their programs and services are accessible to the disabled; applicants must also agree to comply with all applicable city, state, and federal laws.

#### **X. COMPLIANCE WITH LITTLE ROCK FIRE DEPARTMENT MINIMUM REQUIREMENTS**

Applicants must provide assurance that their program facility has two designated exits; required to have at least one currently inspected fire extinguisher no smaller than five pounds; required to have fire detectors in each room if facility has more than one room; and, have an annual on-site assessment of each location.

#### **XI. BACKGROUND CHECKS**

Eligible applicant if awarded a contract to deliver services described in this RFP must provide assurance that all adults (18 and older) working with youth will have a current (within this current year) background check on file with contractor.

## **XII. MINORITY BUSINESS ENTERPRISE (MBE)**

The City of Little Rock encourages participation of small, minority, and women-owned business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

## **XIII. SUBMISSION OF MATERIALS**

1. To be eligible, applicants must submit **ONE** original plus eight (8) copies of their proposal. The proposal must adhere to the proposal format described in **Section XVI**. The proposal must not exceed fifteen (15) pages; attachments are not counted in the fifteen pages.
2. One copy of the project budget (developed on the attached form) and budget narrative must be submitted in a separate sealed envelope. ***Applicants that submit budgets and/or budget and budget narratives, or any budget information within their original proposal or proposal copies will be disqualified immediately.***
3. All sections must be completed and all requested assurances and attachments must be submitted to equal a complete proposal. Failure to submit complete proposals, with signed cover sheet, shall result in immediate disqualification.
4. All materials submitted become the property of the City of Little Rock and will not be returned unless a self-addressed and stamped envelope (with sufficient postage) is provided. The City of Little Rock will make every effort to protect submitted materials; however, it will not be responsible for any loss or damage.

Proposals may be hand delivered or mailed to:

Jerry Paul, Purchasing Agent  
City of Little Rock Finance Department  
City Hall, 3<sup>rd</sup> Floor  
500 West Markham Street  
Little Rock, AR 72201

***Whether hand delivered or mailed, proposals must be received in the Purchasing Division by 4:00 p.m., on Thursday, August 29, 2013. Failure to submit completed proposals within the stated time frames will result in disqualification.***

## **XIV. SELECTION PROCESS**

Proposals received will be reviewed and a recommendation of award will be made to the City Manager. All proposals will be reviewed to determine qualified respondents. Among those deemed qualified, price will be a determining factor. The Review Committee may at their discretion also request a presentation from vendors submitting responses.

The review process is conducted in four parts, (Part 1-Technical; Part 2-Responsive Proposal; and, Part 3-Responsible Bid; and, Part 4-Contract Award.) A five-member Review Committee composed of representatives from the community that do not have a conflict with any applicant organization or a vested interest in the work proposed in the RFP shall conduct a comprehensive, fair, and impartial review of proposals received in response to this Request for Proposal. ***The Committee reserves the right to waive non-material deviations.*** The Review Committee will designate a tiebreaker prior to reviewing costs in order to break a tie between more than one responsive bidder that submits the same cost bid. ***Applicant agencies cannot and do not serve on proposal review committees.***

***A proposal will be deemed not responsive if applicant fails to: 1) submit the cover sheet with an agency authorized signature; or 2) to comply with the instructions in the proposal; or 3) to submit a complete proposal. If applicant includes price term/budget or price term/budget information in the proposal, the proposal will be immediately disqualified. Price term/budget must be included in a separate sealed envelope.***

The City Manager and the Little Rock Board of Directors reserve the right to reject any and all proposals. The City Manager will make award recommendations to the Little Rock Board of Directors. Upon ratification of selection by the Little Rock Board, contract negotiations begin. (See Projected Time Line, page 8.) All

applicants will be notified in writing following action of Little Rock Board of Directors.

#### **XV. PROGRAM DESIGN**

Program designs must clearly describe services to be performed; and must be age appropriate in order to be effective. The information requested in Section XVI, beginning with Proposal Format and continuing through numbers 1 thru 5, **must** be addressed in the required format.

Research indicates that youth are most likely to engage in risk taking behaviors (using alcohol and other illegal drugs, sexual activity, crime, etc.) during unsupervised, non-school hours. Nationally, almost 30% of all youth, and 40% of youth in the lowest income group, do not participate in any youth development activities.

**Applicants must provide well-structured, supervised year-round afterschool / out-of-school time programs from 3-6:00 p.m., Monday through Friday during in-school time; and a minimum six hours during out-of-school time (e.g., school holidays, teacher training days, Spring break, summer vacation, all holiday breaks).**

Each location must contain, at a minimum, media centers, athletic fields, quiet rooms for reading, tutoring services, a swimming pool, tutoring centers, technology labs, gyms and game rooms. Contractor is expected to cater to academic needs of youth involved, and have a close relationship with any school in target neighborhoods. Contractor is also expected to provide transportation to program location; as well as provide transportation to offsite activities and services.

#### **XVI. PROPOSAL FORMAT: 5 Points**

The format below **must** be followed:

- A. **Each item must be addressed in the order it is listed.**
- B. Use the same numerals, letters, and headings to insure completeness of the proposal.
- C. Application Cover Sheet (Supplied cover sheet must be signed and must be submitted as page one of each copy of proposal application). ***Failure to attach and sign assurances/cover sheet will result in immediate disqualification.***
- D. Failure to provide information in the required format will result in loss of points.

#### **1. NEIGHBORHOODS AND TARGET POPULATION –5 Points**

- A. Each proposal must include a cover sheet specifying only **one** target area (central, midtown, southwest, west), to be served.
- B. Identify target area and describe geographic boundaries for each application.
- C. Use specific data to describe demographics, socio-economic factors and other characteristics that make youth in this target area vulnerable to high-risk behavior, (e.g., teen parents, first time juvenile offenders, gang involvement, academic deficits, at-risk of dropping out of school, substance abuse, other characteristics).
- D. Describe assets of target area.
- E. Describe target population: ages of youth to be served in your application (youth ages 6-11), severity of need, and appropriateness of program design.
- F. State total number of youth to be served through this contract (35-40), (males and females) and assurance to maintain average daily attendance of 90%.
- G. Describe outreach and recruitment methods.
- H. Exact location within targeted neighborhood from which services will be provided; describe the facility to be used, its capacity to provide stated program services, describe accessibility to youth in target neighborhood, and describe access to the disabled.

#### **2. Organizational History, Staffing, and Facility Information – 15 Points**

- A. Provide a general description of the history of your organization.
- B. Describe the organization's previous experience providing programs, services, or activities requested through this RFP and proposed for targeted area.
- C. Describe the experience and program certification of staff responsible for execution of programs, services or activities proposed in your application.
- D. Detail relevant training and certification of staff who will be directly responsible for service delivery. Provide assurance that Coordinator assigned to this contract have appropriate certification.
- E. Current background checks (within this current year). Describe method utilized for background checks on all adults working with youth. How will results be maintained?
- F. Identify and describe exact location(s) in target neighborhood from which program services will be

- provided; describe facility(ies) to be used; describe capacity to provide stated services; describe accessibility to youth with disabilities.
- G. If the program site is not the main office of the program applicant, describe how services and communications between the facilities will be achieved.
- H. If utilizing multiple sites, describe each facility, locations, capacity, purpose for use, etc.

### **3. PROGRAM DESIGN – 50 Points**

Utilizing the information described in **Section XV. Program Design:**

- A. Describe proposed services and activities to be provided: 1) list goals and steps to be taken to achieve program goals; and 2) describe methods to be used in the provision of each service.
- B. Describe how program design will also include the requirement for a media centers, athletic fields, quiet rooms for reading, tutoring services, swimming pools, tutoring centers, technology labs, gyms and game rooms. Also how program will cater to the academic needs of youth involved, maintain a close relationship with schools in target neighborhoods; how progress will be measured; and how transportation to and from program locations will be provided.
- C. Describe outreach and recruitment methods. Describe steps to be taken for youth retention.
- D. Relate appropriateness of services in addressing needs of youth in this target area.
- E. Describe pre/post assessment, how or when it will be administered, how results will be interpreted, and how identified needs will be addressed.
- F. Describe the frequency of each service to be provided:
  - 1. State number of days per week each program services will be provided.
  - 2. State days of the week program each program service will be provided.
  - 3. State amount of time youth will be involved in each service, or activity.
  - 4. Provide assurance that services will be delivered in a well-supervised, well-structured environment during afterschool and out-of-school time.
  - 5. State hours of operation Monday through Friday afterschool; and during out-of-school time hours of operation.
- G. Provide assurance to have one full-time program coordinator for each contract site.

### **4. PROGRAM MONITORING AND EVALUATION -- 10 Points**

The evaluation plan must relate directly to the goals and objectives listed in program design. Provide the following information:

Stating the type and frequency of activities by itself will not be considered adequate to measure outcomes. Applicants must maintain in youth's files, proof of achievement of desired objectives or outcomes, or achievement of levels of performance and how they were achieved. Information such as follow-up documentation from participant and employer, participant journals, case studies, letters describing achievements, news articles, testimonials, attendance, grades, truancy reduction rates, and crime reduction rates, etc., may be used to supplement quantifiable evaluation methods.

Present a plan for determining the degree to which the objectives are met and methods are followed. Plan should include;

- A. How information on participants and program activities is collected and maintained.
- B. Describe activities that will be implemented to assess the outcome of identified goals and objectives.
- C. Assurance to participate in monitoring and evaluation efforts overseen by Community Programs and an independent contractor hired by the City of Little Rock.
- D. Describe criteria for enrollment in program, and documentation maintained in youth files to support enrollment. Include a copy of enrollment form.

### **5. COLLABORATIONS, LINKAGES, AND SUSTAINABILITY – 10 Points**

Describe plans to collaborate or link services with other agencies or organizations. Highlight applicable partnerships, existing resources to be used, and other relevant information.

- A. Describe coordination efforts between your organization and neighborhood residents, associations, other organizations, businesses, or service providers.
- B. Describe tangible commitments, e.g., space/facilities, equipment, cash, etc., from other organizations, businesses, residents, or others. **(See Number 6. Attachments items D and E below).** Provide specific examples of real and in-kind resources to supplement the program.

- C. Describe real and in-kind resources to supplement the program
- D. Describe Partnership Agreements and include Letters of Commitment and/or Letters of Agreement. Letters must detail specific commitments of resources (e.g., space, staff, funds, in-kind, etc.).
- E. Describe coordination efforts between your organization and neighborhood residents, associations, other organizations, businesses, service providers, and City enhancement programs
- F. Assurance to participate in City funded enhancement programs.
- G. **SUSTAINABILITY: Sustainability: Describe organizations capacity to sustain itself, its work and its staff.**

**6. ATTACHMENTS—5 Points (Failure to provide attachments, and in the required format will result in loss of points.)**

- A. Organizational Chart.
- B. Resumes and job descriptions of currently employed staff, and other staff to be dedicated to this program.
- C. Sample weekly schedule of program and activities; and site locations
- D. Current signed commitment letters from any collaborating partner organization describing real or in-kind resources, staff, facilities, etc. to program.
- E. Current signed support letters. Letters must be current and specific to this proposal, not a general letter of support for your organization.
- F. Proof of IRS tax-exempt status, or signed verification of using another organization's tax-exempt status, if applicable.
- G. Current signed letter of authorization to apply from agency board of directors.
- H. Current list of members of applicant agency's board of directors.
- I. If applying under another agency's tax-exempt status; include proof of other agency's tax-exempt status; current signed letter from other agency's board authorizing use of their tax-exemption; other agency's board list, and other agency **must** sign with applicant on cover sheet. Authorization letter must include a statement agreeing to contract with the City of Little Rock if awarded.
- J. Current signed letter assuring that site is accessible to the disabled.
- K. Sample enrollment form for program participants.
- L. Copy of pre-/post- assessment instrument to be used in this program.
- M. Current signed letter of compliance with Little Rock Fire Department minimum requirements.

**XVII. BUDGET**

The proposal budget must be submitted on the attached form, or an exact replica. A written budget narrative that explains how each budget line item is calculated, why the cost is a justified expense, and individual salary distribution must be included. PIT finance policies and procedures, budget forms, budget revision forms, and expenditure forms are included with proposal packet. **(RFP Attachment B)**

**SUBMIT ONLY ONE BUDGET AND BUDGET NARRATIVE, UTILIZING BUDGET FORM ATTACHED TO THIS RFP. THE BUDGET AND BUDGET NARRATIVE MUST BE SUBMITTED IN A SEALED ENVELOPE SEPARATE FROM THE PROPOSAL NARRATIVE. FAILURE TO COMPLY WITH THIS INSTRUCTION WILL RESULT IN YOUR APPLICATION'S IMMEDIATE DISQUALIFICATION.**

**Budget Instructions:**

- 1. All budget items must be related directly to the program described in the proposal.
- 2. *Other Sources* is defined as commitments or contributions from collaborating organizations that are described in the **Section XVI.5 Collaborations, Linkages and Sustainability**.
- 3. Not more than 15% of the total contract may be used for all costs in the administrative cost category.
- 4. Capital expenditures must be used directly for program activities described in the proposal and may not exceed 10% of administrative category of contract budget.
- 5. The City retains ownership of computers, copiers, furniture, and other capital equipment purchased with City funds. The City must be notified immediately of such purchases so that the equipment may be tagged and entered into the city's fixed assets system.
- 6. Purchase of, repair of, and improvements to real property (e.g. buildings, land, etc.) are not allowable expenditures. Providers' liability insurance should cover this cost.
- 7. Budgets must be submitted on the enclosed form or simulated exactly if using a word processor.
- 8. Submit the budget and a budget narrative in a separate sealed envelope on the form provided or an exact simulation. **Failure to submit a budget and budget narrative in a separate sealed envelope will result in IMMEDIATE disqualification of your proposal(s).**

9. Adherence to current City of Little Rock budget, and financial policies and procedures. (See also **RFP Attachment B**, and assurances on proposal cover sheet.)
10. Program incentives are not allowable expenditures; e.g., stipends, purchase of t-shirts, cash payments, gift cards, purchase of personal items, etc.
11. Program meals and refreshments should be funded under object code 63020 (meals/refreshments).
12. Reimbursements under object code 64013 include group trips, group meals, trophies and commemorative awards such as medals or plaques. Reimbursement for group trips and meals will require the submission of a Group Activities Expenditure Report form. The completed report will provide a description of the activity, along with original signatures of persons participating in this group and will have a copy of the itemized receipt attached. **(Group Activities Expenditure Report form. See RFP Attachment B. Finance Policies and Procedures.)**

#### **XVIII. PROJECTED TIME LINE**

<b>ACTIVITY</b>	<b>COMPLETION DATE</b>
RFP advertised and notification of fund availability mailed out.	<b>Tuesday, August 6, 2013</b>
Proposals Due by 4:00 p.m.	<b>Thursday, August 29, 2013</b>
Little Rock Board of Directors award contract	<b>Tuesday, September 17, 2013</b>
Contract negotiation begins	<b>Wednesday, September 18, 2013</b>

#### **RFP ATTACHMENTS:**

- A. Programming in Effective Programs for Youth
- B. City of Little Rock Financial Policies and Procedures (**March, 2013**)